



Department of Administrative Services Customer and Employee Relations **Job Announcement**

ANNOUNCEMENT #: 200617

POSITION: Liability Program Manager

LOCATION: Risk Management Division
200 Piedmont Avenue
12th Floor, West Tower
Atlanta, GA

APPLICATION DEADLINE: 05/26/06

WHO MAY APPLY: All applicants

PAY GRADE: 18

PAY GRADE SALARY RANGE: Salary commensurate with experience

GENERAL DESCRIPTION: Administers the Liability Insurance Program unit of DOAS Risk Management. Manages subordinate employees and independent investigators to investigate, evaluate, negotiate and make appropriate adjustment determinations according to legal liability. These decisions relate to legal obligations created under various insurance policies underwritten in compliance with insurance liability statutes which provide for such insurance coverage.

MINIMUM QUALIFICATIONS: Eight (8) years of professional work experience in a liability insurance field as a claims adjuster or claims examiner which included responsibility for negotiating settlement of claims. The experience must have included three (3) years of supervisory experience.

**PREFERRED
QUALIFICATIONS:**